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NSA PANAMA CITY
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DRAFT MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 14
SEPTEMBER 2011 CSS PANAMA CITY FL
9/14/2011
TETRA TECH

DRAFT MEETING AGENDA
PARTNERING MEETING
NSA PANAMA CITY
14 & 15 SEPTEMBER, 2011

Leader: Tread Kissam
Timekeeper: Tom Johnston
Scribe: Libby Claggett
Location: TtNUS Tallahassee

Attendees:

Pat Franklin	Facilitator	Mike Clayton	NSA Panama City
Libby Claggett	TtNUS (Scribe)	Tom Johnston	TtNUS
Tread Kissam	NAVFAC SE	Larry Smith	TtNUS
Richard Lee	NSA Panama City	John Winters	FDEP
Rich May	TtNUS Tier II Link		

Guest:

John Schooffield?	NAVFAC SE	Merlin Russell?	FDEP
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DRAFT MEETING AGENDA September 14, 2011			
Description ¹	Presenter	Time (Eastern)	Category/ Expectation
Minutes approval	Tread	9:00 – 9:15	Decision
Action Item Review/Parking Lot	Tread	9:15 – 9:30	Information
Partnering Training	Pat	9:30 – 10:15	Training
Break	All	10:15 – 10:30	Information
UST 362 Oil Spill & UST Removal	Mike/Richard	10:30 – 11:00	Information
AOC 1 Update/ SWMU 10 Update	Tom	11:00 – 11:30	Information
Lunch	All	11:30 – 1:00	Needed
Building 98 Update	Tread/John W.	1:00 – 1:30	Needed
Building 325 Update	Larry/Tread	1:30 – 2:00	Resolution
AOC 2 Update/South Dock Update	Larry	2:00 – 2:30	Information
Break	All	2:30 – 2:45	Needed
Monitoring Wells Inventory & Status	John S./Larry	2:45 – 3:15	Resolution
RCRA Permit Review	John W./ Richard	3:15 – 3:45	Information
62-770/62-780 Rules Review	John W.	3:45 – 4:15	Information
CAMP/Permit/.....	Merlin R.	4:15 – 5:00	Information

DRAFT MEETING AGENDA September 15, 2011			
Description ¹	Presenter	Time (Eastern)	Category/ Expectation
SMP/CAMP (general discussion on contents)	Tom	9:00 – 9:30	Decision
Tier II Update	Rich May	9:30 - 10:00	Information
Goals for 2012, Accomplishments	All	10:00 – 10:30	Planning
Break	All	10:30 – 10:45	Needed
Other Issues???? LUC Tracker	All	10:45 – 11:15	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	11:15 – 12:00	Information

¹ The team will complete NSA Panama City Exit Strategy as a group with each item.

**PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
September 14 and 15, 2011**

Leader: Tread Kissam

Timekeeper: Larry Smith

Members Present:	Mike Clayton	NSA PC
	Tom Johnston	Tetra Tech, Pittsburgh (Via phone)
	Tread Kissam	NAVFAC SE
	Richard Lee	NSA PC
	Rich May	Tetra Tech, Tier II Link
	Larry Smith	Tetra Tech, Tallahassee
	John Winters	FDEP

Pat Franklin	TME, Facilitator
Amber Igoe	Tetra Tech, Tallahassee, Scribe

Guest(s) Present:	Merlin Russell	FDEP
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Meeting Start Time: 9:00 a.m., CST

1. Minutes Approval

Consensus Item 0911-01: The Team reached consensus to approve the June 2011 meeting minutes as final.

2. Action Items and Parking Lot Review

Team members updated the action item list and reviewed the parking lot items.

3. Partnering Training

Pat F conducted an exercise on critical thinking. Following the exercise, the Team discussed what behavior helped the group accomplish the task, what behavior hindered the group in completing the task, how leadership emerged in the Team, who participated most, who participated least, what feelings were experienced as the task progressed, and provided suggestions on how to improve Team performance.

4. Break

5. UST 362 Oil Spill

Approximately 75 gallons of fuel was spilled on May 18, 2011. Fuel was being transferred from a UST, to a tanker truck that overfilled. The fuel spilled onto concrete northeast of the UST and flowed to the northeast. Cleanup began on May 23, 2011, and approximately 90 cubic yards of contaminated soil was removed to remove fuel. The fuel was clearly visible in the white sand; therefore, the area of removal was determined visually. After the area was excavated, a FID was used to confirm when clean (less than 10 ppm) was reached. The diesel fuel did reach the groundwater, but was removed, and there was no rainfall event prior to cleanup.

The nearby tanks, piping, and dispensers have been removed; no contamination was identified during that removal process. The UST closure report is anticipated to be received by September 15, 2011.

A-0911-01 John Winters will check on diminimus requirements for UST 362 spill and whether or not diminimus exists under 62-770.

John W. foresees the site entering into 62-770 because the requirements of 62-761/62-762 have not been met. Richard L. would like specific language in relation to FDEP rules so that it may be included in their remediation contract. To meet 62-770 requirements soil samples will need to be collected, two monitoring wells will need to be installed (1 in the excavation area and 1 downgradient) and groundwater samples will need to be collected. Soil and groundwater samples will need to be analyzed, by a fixed-base laboratory, for the COCs listed in Table B of 62-770.

A-0911-02 Richard Lee will send an email letter report on the spill outside of the UST 362 to John Winters and Mr. Brazil (Escambia County)

Mike C. asked if there are any regulatory timelines, John W. said the Navy has met their timeline. The report should have been sent to Mr. Brazil (County) and the County should have sent the information to FDEP; however there has been a communication breakdown by the County. John W. will consult with Bill Burns regarding this issue.

6. AOC 1/SWMU 10 Update

The baseline LTM report for AOC 1 and SWMU 10 was completed and submitted to NAVFAC, NSA Panama City, and the FDEP. The recommendation is RMO II with conditions. This option allows contamination to be left in place with LUCs for soil and groundwater. It was also recommended that the free product monitoring at AOC 1 be reduced to quarterly, and groundwater sampling at AOC 1 be reduced to biennial. The next sampling event is scheduled for the December 2011/January 2012 time frame. An update of the CMIP for each site is also recommended.

Construction of a Warfare Center has been proposed and part of the construction area overlaps AOC 1. If construction occurs then soils could be sampled and any contaminated soils could be removed at that time.

The Navy is currently awaiting FDEP approval on the LTM report. John W. has provided his approval letter to his management; however, his management has additional questions. John W. will have additional meeting with his management regarding these sites. John W. wants an SRCO (that requires relatively infrequent monitoring of free product and groundwater) instead of an approval order suggested by his management. Tread K. suggested this could be a topic for Tier II. Tom J. asked if the CMIP qualifies as an approval order; John W. responded no, not at this point. John W. stated that his upper management also has questions on SWMU 10. Tom J. asked are LUCs allowed in a Monitoring Only Plan; John W. responded yes; however, FDEP views on leaving free product in place with monitoring and LUCs appear to be changing. Currently, the free product level is 0.14 foot in PZ-3 (worst case of all monitoring points), which has dropped from approximately 1.5 feet of product in a year.

A-0911-03 John W. will discuss AOC 1 and SWMU 10 with his upper management to determine the appropriate documents and path forward

7. Lunch

8. Building 98 Update and Planned Sampling

Over 10 years ago, a tank was pulled at Building 98, and samples showed high FID readings at sample locations SS-3, SS-4, and SS-5. A proper tank closure was never completed. This is listed as an NFA site in the permit; however, that is incorrect as FDEP has not received any documentation of the tank closure.

A draft work plan was submitted to the Navy on September 6, 2011. Six soil samples are currently proposed to close out the Site, the groundwater contamination is being addressed under AOC 1. It was

suggested that two of the five tank pit soil samples (SS-3, SS-4,) will be shifted 1 foot toward the center. Depending on the analytical results, the SAR addendum could be combined with the SRCR. The SRCR will need to reference that the groundwater is being addressed at AOC 1.

9. Building 325 Update and Planned Sampling

TRPH was detected in groundwater samples collected from monitoring wells 8 and 23. Soil contamination is present in the 0- to 2-foot interval of soil borings SB-6R and SB-7R and in the 4- to 5-foot interval in borings SB-6R, SB-7R and SB-13R.

Groundwater has been monitored for many years; the groundwater samples collected were clean for three of the last four quarters. The current hypothesis is that the soil may be contaminating the groundwater; six, soil samples are proposed to be collected and will be analyzed for TRPH by a fixed-base laboratory.

A pipeline to fuel the helo pad north of the site is slated to be installed and may potentially run through this site. Mike C. would like to be notified of the sampling results. John W. stated that groundwater monitoring had gone on for too long relative to FDEP requirements. Tread K. stated that the work proposed in the work plan will close the soil door. John W. stated that if there are not detections in the soil, but there continues to be exceedances in groundwater samples, then we are back to square one. Larry S. stated that this sampling is not intended to close the site; it is intended to answer the questions as to whether or not soil is the issue and if there is a soil source. John W. suggested an active gas soil survey; Tread K. does not think that it will work well for TRPH. John W. agreed to a semiannual groundwater sampling event. He also stated that for the soil samples. A FID will be used to screen the borings to determine which samples will be sent to the laboratory. If the readings are non-detect, then the soil samples will need to be collected at 1 foot above the water table. Larry S. reiterated that the soil sampling will be iterative based on the FID readings; two soil samples will be collected from the locations with the highest FID readings, two samples will be collected from the locations with the medium FID readings, and two samples will be collected from the locations with the lowest FID readings and sent to a fixed-base laboratory.

Path Forward: Collect soil samples based on the work plan and present the results to the Team. Update CSM for the site based on the data and discuss/prepare for future actions.

10. AOC 2/South Dock Update

AOC 2

Monitoring wells were installed and, based on sampling for one year, no exceedances in groundwater were found; therefore, the groundwater is clean. Soil samples collected in the late 1990s and early 2000s showed soil contamination at the site exceeding FDEP SCTLs. Since that time, some of the soil found contaminated has been covered by construction of new buildings and, due to recent construction activities, soil in some areas has been churned and aerated.

Currently, there is not funding for additional soil sampling. The proposed plan is to have a LUC in place over the contaminated soils until funds become available to conduct the additional soil sampling at the locations that previously had exceedances to redraw the LUC boundaries to cover a smaller area. Soil sample SB05 appears to be an outlier; SWMU 1 was located east of that location and could be a contributing factor.

John W. stated that soil samples can be collected, but a better route may be to place a LUC on the soils under the buildings and on soils outside the buildings from 4 feet bls to the water table. Rich M. said that in the past, it was decided that soil samples would be collected to determine the size of the LUC. John W. said that in general he agrees with collecting additional soil samples to determine the size of the LUC; however, the current projected LUC area is based on 10 year old data. Where would you collect the additional samples; it is almost to the point of starting over with a new assessment. Rich M. stated

there was an agreement in place that the soil sample locations would be presented to FDEP and, based on the results of these samples, the boundaries for the LUC would be drawn. John W. stated that he agreed with the idea in concept, but he has not received a work plan or a table with all the soil sampling that has occurred at the site. Mike C. stated that NSA PC goal is to limit the size of the LUC, and they will provide FDEP a table with all the historic data. Tread K. asked if a LUC will always have to be under the new buildings. John W. said it would depend on whether or not soil samples were previously collected and will be dependent on the results of the sampling.

SMP: Draft and final SRCR for soil LUCs (from 3 or 4 feet bls to water table) with conditions and draft and final monitoring well abandonment report. There will also be a groundwater LUC at South Dock.

Path Forward: Current: A soil LUC at AOC 2 will be placed from 4 feet bls to water table (the smear zone) and a groundwater LUC will be placed at South Dock. A tech memo needs to be written to include all the historic information which will be placed on a new figure (current aerial) showing the areas that have been reworked and then an SRCR can be submitted to FDEP. Future: Soil samples will be collected to potentially decrease the size of the LUC boundaries once/if funding becomes available.

Consensus Item C-0911-02: The Team reached consensus on the proposed Tech Memo and path forward for AOC 2.

South Dock:

SMP: Work plan for groundwater monitoring, then SRCR for AOC 2

Path Forward: SACAL will use a DPT to collect groundwater samples to determine the size/location of the diffused contaminant plume. Once the plume area is determined a LUC will be put in place for groundwater. The work plan will be submitted for review, and the field work is anticipated to begin October/November 2011 (Fiscal Year 2012).

11. Break

12. RCRA Permit and CAMP Permit Review (Presented by Merlin Russell)

Originally, schedules were listed in the permit; now CAMPs are being used and the permit references the CAMP in regard to the schedule. Larry S. asked if there are typical mistakes made in the CAMP. Merlin R. said he does not typically sit in on meetings and will only get called in if there is a problem or if the permit is up for renewal. NSA PC's renewal date is 2013, and there is a new permit format that will be used at that time. The renewal is due six months before the permit expires, and Merlin R. would be happy to attend the Partnering Team meeting prior to the renewal submission to answer any questions. The permit renewal will be for 10 years. John W. stated that most of the primary documents have been submitted and asked what items should be listed in the CAMP. Merlin R. suggested that it is a summary of key items (e.g., annual monitoring events). John W. asked if a monitoring is included in a CAMP and if the report is submitted later than expected can an auditor use that to issue an NOV. Merlin R. answered that as long as it is documented, John W. is notified, and he approves the extension, then it is not a problem. The permittee is ultimately for maintaining/updating the CAMP.

A-0911-04 Tom J. will send out the CAMP Rev. 17 to the Team.

13. SMP/CAMP

The Team reviewed NSA PC's CAMP.

Consensus Item C-0911-03: The Team reached consensus that if an active Site is listed on the RCRA Permit it will be listed on the CAMP and petroleum Sites will be listed on the SMP.

A-0911-05 Tom J. will update the CAMP and distribute to the Team.

14. Monitoring Wells Inventory and Status

An LUC inspection was conducted in August, and comments were received on the poor condition of some monitoring wells. To pass the inspection, these monitoring wells need to be capped, locked, and have identification tags. John Schoolfield has caps and locks on hand, and the monitoring wells need to be secured. John S. also has identification tags. John S. will have SACAL conduct the repair/inventory, and he will experiment with different monitoring well repair methods. It was suggested that if there are monitoring wells in bad condition and not in a sampling program, they should be abandoned. A table needs to be created listing the monitoring wells that are not needed and the wells that are needed included their condition.

A-0911-06 Tread K. will create a Monitoring Well Inventory Table. The table will include wells that need to be abandoned and the wells that are in sampling plans. The wells to be abandoned will be prioritized. Larry S. will provide Tread K. with the Excel Spreadsheet with all the monitoring wells on base.

All monitoring wells on base that are not being used in a monitoring plan will be abandoned.

15. Tier II Update

- The August 2011 meeting was Jim Crane's last Tier II meeting.
- The dry run for FFA workshop was conducted.
- Reorganization/Funding Updates: BRAC: still transitioning to NAVFAC with an October 1, 2011, transition date, Navy: Has received additional funding for FY 11. FY 12 funding stable Bob Fisher will be the working IPT Gulf Coast while Helen is on maternity leave, FDEP: organization is stable the new Secretary and Deputy Secretary is in place, EPA: funding for FY 12 will be cut 15% for site travel; however, other funding may be available for travel. Twelve restoration FTEs will be absorbed.
- The Navy is working very hard on entering documents into electronic deliverables, Navy is now able to reimburse DEP for their PKI certificates; however there is no way to reimburse EPA at this time. A LUC tracker will be implemented
- Top Issues for Tier III: Tyndall AFB and active range issue, FFAs and informal disputes, Partnering perceptions (misconceptions) and 2012-2014 DSMOA Cooperative Agreement

16. End of Day

17. 62-770/62-780 Rules Review

Topic presented by John W. When he reviews documents, he bases it on what is listed in the rules, then subsequently on good science. If anyone has questions on the rules, they are free to contact him for more information. Chapter 62-761 and 62-762, F.A.C., will also need to be adhered to when performing tank removals. The RCRA rules will also need to be adhered to for the RCRA permit.

A-0911-07 John W. will provide the Team with copies of the 62-770 booklets.

18. Goals for 2012, Accomplishments

Team Accomplishments:

- Smooth transition of Navy RPMs
- Smooth transition from Arturo to Richard
- SRCO (NFA without conditions) for Site 278
- SRCO for G300
- Path forward for AOC 1 and SWMU 10

Team Goals FY 2012:

- Remain a functioning Partnering Team and continue to increase focus
- SRCOs (with or without controls) for all sites currently being worked on (possible new petroleum site-diesel spill near Facility 362)
- Complete all reports by end of March 2012 so the hand off between CLEAN contractors is smooth.
- Continue improving Team communications
- Remove old SVE equipment at Sites 278 and 325
- Abandon unnecessary monitoring wells and refurbish any damaged monitoring wells basewide

A-0911-08 Richard L. will determine if the electricity has been disconnected on the equipment at 278 and 325

Consensus Item C-0911-04: The Team reached consensus on the FY 2012 goals

19. Break**20. Other Issues, LUC Tracker**

Tom J. updated Exit Strategy with help of the team. Tom needs to clean up typos and get input from Larry Smith on updates to petroleum sites.

A-0911-09 Tom J./Larry S. will update Exit Strategy and distribute to the Team

Mike C. would like clarification on all NSA PC's soil LUCs to determine whether or not OSHA training is required.

A-0911-10 Larry S. will speak with Health and Safety personnel to determine if Hazwoper training is required for workers in LUC areas with residential SCTL exceedances.

A-0911-11 Larry S. will determine the RAP date for G300.

A-0911-12 Tread K. will determine what is required for the LUC tracker in NIRIS.

21. Meeting CloseoutAction and Consensus Item Review

Action and consensus items were reviewed and provided on the following page(s).

Next Meeting

The next meeting is scheduled for December 14, 2011, at St. Andrews Park, in Panama City, Florida beginning at 9:00 a.m. central time. Richard L. will be the Team Leader Tread K. will be the Time Keeper.

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Leader	15 min	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Leader	15 min	Information
Partnering Training	Pat F.		
Hazwoper Training Requirements for LUCs	Larry		

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
Exit Strategy Brief to CO and PWO	Mike C.		
Building 325 Update	Larry		
AOC 2 Update	Larry		
Tier II Update	Rich May	30 min	Information
AOC 1/SWMU 10	John W.		
Monitoring Well Inventory Update	Tread K.		
Fuel Spill near UST 362	Mike C./ Richard L		
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	15 min	Planning

Tentative Meeting Dates/Location

March, 2012 St. Andrew Park, Panama City, FL

PLUS/DELTA	
+	Δ
Additional Time day and a half meeting	Conference room too warm
Merlin Russell CAMP and RCRA permit	No bison ribs at Ted's
Update of CAMP, petroleum SMP and Exit Strategy	
Web Meeting with Tom J. (Suggested by Rich)	
Path Forward AOC 2	
Team works well together open and honestly	
Achieved more, very productive	
Partnering Training was enjoyable	

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0910-06	Rich May	OBE	03/23/2011	Rich May will send out agenda suggestions for joint Tier I and Tier II meeting. Update 6/9/11: There is not joint Tier I/Tier II meeting scheduled in the near future.
A-0311-04	Tom Johnston	OBE	03/14/2011	Tom J. is to send the latest CAMP to Team members.
A-0311-08	Tom Johnston, John Winters, and Tread Kissam	OBE	03/31/2011	Tom Johnston, John Winters, and Tread Kissam are to develop an updated CAMP.
A-0911-01	John Winters		09/30/11	Will check on diminimus requirements for UST 362 spill and whether or not diminimus exists under 62-770.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0911-02	Richard Lee		09/30/11	Will send an email letter report on the spill outside UST 362 to John Winters and David Brazile (Escambia County)
A-0911-03	John W.		09/19/11	Will discuss AOC1 and SWMU 10 with his upper management to determine the appropriate documents and path forward
A-0911-04	Tom J.	Completed	09/14/11	Will send out the CAMP Rev 17 to the Team
A-0911-05	Tom J.		09/21/11	Will update the CAMP and distribute to the Team
A-0911-06	Tread K.		10/7/11	Will create a Monitoring Well Inventory Table. The table will include wells that need to be abandoned and the wells that are in sampling plans along with their condition. The wells to be abandoned will be prioritized. 09/21/11 Larry S. will provide Tread K. with the Excel Spreadsheet containing all the monitoring wells on base.
A-0911-07	John W.		Next Partnering Meeting	Will provide the Team with copies of the 62-770 booklets
A-0911-08	Richard L.		9/23/11	Will determine if the electricity has been disconnected on the equipment at 278 and 325
A-0911-09	Tom J./Larry S.		9/23/11	Will update the Exit Strategy and distribute it to the Team
A-0911-10	Larry S.		9/23/11	Will speak with Health and Safety personnel to determine if Hazwoper training is required for workers in LUC areas with residential SCTL exceedances
A-0911-11	Larry S.		9/23/11	Will determine the RAP date for G300
A-0911-12	Tread K.		10/3/11	Will determine what is required for the LUC tracker in NIRIS

2011 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
C-0911-01	The Team reached consensus to approve the June 2011 meeting minutes as final.
C-0911-02	The Team reached consensus on the proposed Tech Memo and path forward for AOC 2.
C-0911-03	The Team reached consensus that if a Site is listed on the RCRA Permit it will be listed on the CAMP and petroleum Sites will be listed on the SMP.
C-0911-04	The Team reached consensus on the FY 2012 goals.

Parking Lot Items
September 14 and 15, 2011

- Exit Strategies
- Partnering Team brief to new P.C. CO (Anglin)
- Clarification of soil LUCs to determine if Hazwoper training is required.